

Chief, Finance Division ✓

Comptroller

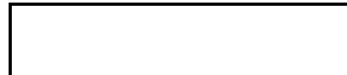
Records Control Schedule

1. On 18 October 1954 a copy of the Finance Division Records Control Schedule covering the Accounts Branch, Proprietary Accounts Branch, Payroll and Travel Branch, Registry and Disbursing Section was forwarded to the Finance Division for operational use.

2. Since that date, only two transfers of inactive records have been transferred to the Records Center. The quantity of the two transfers totals two cubic feet.

3. Please take the necessary steps to have transfers of inactive and obsolete records effected in accordance with the schedule. Non-record material scheduled for destruction within the Finance Division should be destroyed in accordance with the schedule.

25X1A



E. R. SAUNDERS

AHM:gmk (6 January 1954)

Distr:

Orig. & 1 - Addressee

1 - Signer's copy ✓

1 - Area Records Officer

1 - Tickler File

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